



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

IMWB-ZA

APR 24 2015

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: United States Army Garrison Wiesbaden Command Policy Letter #1, Open Door Policy

1. Purpose: To define and establish the United States (US) Army Garrison Wiesbaden Commander's Open Door Policy.
2. Applicability: This policy applies to all military, civilian or contract personnel and family members residing in the USAG Wiesbaden area of responsibility.
3. Policy: My door is open to all members of the command to discuss areas of concern; however, I have confidence that the individual chain of command will properly address all issues arising within UASG Wiesbaden.
  - a. On the rare occasion when the chain of command is perceived as part of the problem or when an immediate supervisor cannot resolve the matter, the issue must first be directed to the Command Sergeant Major or Deputy to the Commander.
  - b. If these individuals cannot resolve the issue, I will intercede. To schedule an appointment, please contact my office at DSN: 540-0101 / Civilian: 0611-143-548-0101. Soldiers who are pending judicial, non-judicial, or adverse investigation must coordinate open door requests through the Office of the Staff Judge Advocate to make an appointment relating to the pending action.
  - c. This policy supersedes all previous published guidance.
  - d. This policy will be posted on all official bulletin boards and the US Army Garrison Wiesbaden webpage.
4. The point of contact for this policy is the Garrison admin staff at DSN: 548-0101 / CIV 0611-143-548-0101.

  
MARY L. MARTIN  
COL, AG  
Commanding

DISTRIBUTION:  
WI-C